

## C.12

**MEMO TO:** City Council

**FROM:** Rosemarie Ives, Mayor

**DATE:** February 6, 2007

**SUBJECT: APPROVAL OF A CONSULTANT AGREEMENT FOR  
DOWNTOWN PARKING MANAGEMENT STUDY/PLAN**

### **I. RECOMMENDED ACTION**

By motion approve a Consultant Agreement to develop a Downtown Parking Management Plan with Rick Williams Consulting in the amount of \$54,998 and authorize the Mayor to sign the agreement.

### **II. DEPARTMENT CONTACT PERSONS**

Rob Odle, Director of Planning and Community Development, 425-556-2417  
Jim Roberts, Deputy Director of Planning and Community Development, 425-556-2424  
Judd Black, Development Review Manager, 425-556-2426  
Gary Lee, Senior Planner, 425-556-2418

### **III. DESCRIPTION**

The purpose of the Downtown Parking Management Study/Plan is to create an implementation strategy to manage existing and future downtown parking as a resource that supports economic development goals and effectively serves the diverse needs of the “customers” of Downtown. The study area is confined to the Downtown neighborhood (see attached map). The need for this study/plan was identified by the City Council during the recent review of the latest Downtown Development Guide updates.

The project scope includes analyzing all existing parking and transportation demand management policies and regulations related to downtown land use and development; analyzing the recently completed downtown parking inventory and utilization study performed by Fehrs and Peers; establishing a Parking Advisory Committee (stakeholders group) to identify issues, needs, and guiding principles for managing downtown parking; determining future parking demand based upon projected build-out scenarios for downtown; evaluating existing regulations and policies to determine if revisions are necessary to better address future build-out parking needs; identifying opportunity sites for future parking facilities; providing financial feasibility analysis regarding the development and operation of those conceptual parking facilities; and recommending short-term and long term action strategies for managing current and future parking needs including financing and enforcement strategies. With the continued help of the Parking

Advisory Committee, the Project Team will develop a strategy to implement recommended actions identified in the plan.

The City performed a selection process in which four firms submitted proposals: Fehrs & Peers Associates, Carl Walker Inc., Rick Williams Consulting, and Walker Parking Consultants. Based on the review by the Office of Communications and Community Initiatives (OCCI), Public Works and Planning staff, two firms were identified to interview for the project, based upon the quality and substance of their proposals. After the interviews, Rick Williams Consulting was selected as the most qualified firm to conduct the study.

Rick Williams Consulting is a Portland, Oregon-based firm that has created parking management plans for the Cities of Kirkland WA, Bend OR, Seattle WA, Ashland OR, Spokane WA, and Beaverton OR, to name a few. Rick Williams Consulting will be working with Seder Architects, an Oregon-based design firm, to develop some conceptual parking facility scenarios for the purposes of feasibility analysis.

#### **IV. IMPACT**

**A. Service/Delivery:** With the recently adopted amendments to the Downtown development regulations in September 2006, the City Council determined that a parking management study/plan should be established to evaluate the the proposed parking regulations in the amendment package and to develop a solid strategy for managing parking as a resource for Downtown. The parking management plan will help guide the City in managing its parking as the neighborhood transforms from its former suburban character into a compact, urban, downtown neighborhood that is served by ever-improving transit services. Through the stakeholders' involvement tasks, stakeholders will be educated in the most current "best practices" of parking management in comparable downtowns and will hopefully become proponents for implementing recommendations that come from the plan.

#### **B. Fiscal**

Downtown Parking Management Study/Plan  
Rick Williams Consulting      \$54,998

In addition, City staff will spend time in support of this effort, and there will be nominal administrative costs for mailing and other support activities.

**V. ALTERNATIVES**

Council could choose not to approve the Agreement. This would result in a prolonged postponement of the newly adopted parking provisions (related to reducing specific parking standards) in the Downtown Development Guide update, as those provisions do not become effective until a Downtown Parking Management Plan is adopted and implementation has begun. Without the desired Study/Plan, the City would not have an independent, outside, review of its current parking policies and regulations and to determine if the existing parking supply and location is adequate to serve current and future parking demands. Additionally, not approving the agreement would result in the postponement of establishing and implementing a strategy to manage the parking supply in the downtown neighborhood which might result in the generation of less sales tax revenue downtown, over time, compared to a downtown where parking is managed to better support downtown businesses.

**VI. TIME CONSTRAINTS**

It is important to complete this study by the end of 2007 so the recently adopted parking revisions can become effective. The Parking Management Study/Plan will evaluate the existing parking standards and policies to determine if they need to be further amended to increase the likelihood of the City's success in transforming Downtown from its former suburban character to a more compact, dense, and lively urban downtown neighborhood.

**VII. LIST OF ATTACHMENTS**

**Attachment A:** Consultant Agreement

**Attachment B:** Map of Downtown Area

/s/  
Robert G. Odle, Planning Director

1/23/07  
Date

Approved for Council Agenda /s/  
Rosemarie Ives, Mayor

1/24/07  
Date

# ATTACHMENT A

## Consulting Services Agreement

### Non-Public Work

<b>PROJECT TITLE &amp; IDENTIFICATION NUMBER (if # is known)</b>  Downtown Parking Management Study/Plan	<b>WORK DESCRIPTION</b> <i>(reference &amp; list all attached exhibits)</i>  Exhibit A = Scope of Work Exhibit B = Work Schedule Exhibit C = Payment Schedule
<b>CONTRACTOR</b>  Rick Williams Consulting	<b>CITY PROJECT ADMINISTRATOR</b> <i>(Name, address, phone #)</i> Gary Lee City of Redmond 2SPL P.O. Box 97010 Redmond, WA 98073-9710 425 556 2418 glee@redmond.gov
<b>CONTRACTOR CONTACT</b> <i>(Name, address, phone #)</i>  Rick Williams Rick Williams Consulting 700 NE Multnomah, Suite 340 Portland,, OR 97232 503 236-6441	<b>BUDGET OR FUNDING SOURCE</b>  General Fund
<b>FEDERAL ID #</b>  93-1180936	<b>MAXIMUM AMOUNT PAYABLE, IF ANY</b>  \$ 57,000.00
<b>SUPPLIER/CONTRACTOR'S REDMOND BUSINESS LICENSE ID #</b>	<b>COMPLETION DATE</b>  September 1, 2007
<b>APPLICANT NAME</b>	<b>APPLICANT CONTACT</b> <i>(Name, address &amp; phone #)</i>

THIS AGREEMENT is entered into on \_\_\_\_\_, 20\_\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 45 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of one million dollars (\$1,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.



12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Compliance and Governing Law. The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the

outset of this agreement are named on Exhibit D attached hereto and incorporated herein by this reference as if set forth in full.

18. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. City Business License. The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

**page 8 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form**

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement as of the day and year first above written.

**CONSULTANT:**

**CITY OF REDMOND:**

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Rosemarie M. Ives, Mayor  
DATED: \_\_\_\_\_

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
City Clerk, City of Redmond

**APPROVED AS TO FORM:**

\_\_\_\_\_

# EXHIBIT A

1/18/2007

## City of Redmond, Washington Downtown Parking Study Detailed Scope of Work

### TASK 1: PROJECT START-UP AND MANAGEMENT

#### Objective:

Refine project's public involvement program featuring a Parking Advisory Committee (PAC) to guide Project work program performance. The charge of the PAC will be to develop Guiding Principles as well as review and understand the technical/data work from the work scope as a means to establish an understanding of both real and perceived access dynamics in Downtown Redmond.

#### Sub Tasks:

- A. The Consultant shall work with the City to establish a Parking Advisory Committee for the study. It is intended that the PAC will meet regularly over the course of the study to provide input, advise review of progress and information gathering; and act as a sounding board for new strategic directions that will develop from the study process.
  1. The Parking Advisory Committee will be comprised of (though not limited to):
    - Project Area property owners
    - Business owners
    - Area developers
    - Residents
    - Transportation Management Association
    - Chamber of Commerce or interested business group;
    - Planning Commission; and
    - Others as necessary and determined by the City of Redmond.
- B. The Consultant will work with the City to establish a Project Management Team (PMT) consisting of City staff and other agency representatives as determined by the City of Redmond and the Consultant Project Manager. Consultant Project Manager shall attend four to six (4-6) meetings with the Project Management Team. The PMT will serve to review all work and work products, discuss preparation for and presentations to the PAC and general public. The PMT will also assist the Consultant in coordinating presentation of study materials and final recommendations through City processes necessary for completion and implementation (i.e., Commissions, Council and City agencies).
- C. The City and Consultant Project Manager shall refine the schedule for the Project Public Involvement Program.
- D. All memoranda and reports shall be provided to the Project Management Team by email (Word and Excel documents) for review and comments at least 10 days prior to the target production date. Production of final documents shall include 6 hard copies, and one CD of the electronic files in Word, Excel, and pdf format.

#### Consultant Deliverables

- Memo regarding PAC goals and structure

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*Proposal for*

*City of Hood River – Downtown Parking Study*

**City Deliverables**

- PAC Roster
- PMT Roster
- Process for notification of Committee members as program schedule is implemented.

**Task #1 A: Background Review****Objective:**

To familiarize the Consultant Team with existing plans, programs, regulations and/or priorities for parking and access currently in place in Redmond.

**Sub Tasks:**

- A. The Consultant shall work with the City to assemble any and all relevant parking and transportation studies, city code, statistical data, land use plans and/or other information sources and/or parking work previously completed. This will allow the Consultant team to become familiar with existing plans and visions as well as current requirements and regulations related to parking within the Redmond study area.

**Consultant Deliverables**

None

**City Deliverables**

- Previous studies and plans
- Copies of relevant City Development Guide Citations
- Other materials as deemed relevant by the City of Redmond.

**Task #2: Stakeholder Process****Objective:**

To conduct a stakeholder process that captures and consolidates a consensus view of challenges, opportunities and priorities for access into the future, particularly when consensus is tied to the land use objectives of the Redmond Comprehensive Plan, transportation master plan and/or other planning and visioning efforts already underway or adopted.

**Sub Tasks**

- A. Kick off meeting with the Parking Advisory Committee.<sup>1</sup>
- 2.1.1 Review study purpose and proposed work scope, timeline and schedule of meetings.
- 2.1.2 Presentation of "Parking 101 – Best Practices in Parking"
- B. PAC Meeting #2: Desired Outcomes/Challenges and Opportunities

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<sup>1</sup> It is assumed that each PAC meeting would be coordinated with a meeting of the Project Management Team.

- 2.1.3 Walk the PAC through several exercises designed to establish parking priorities and development of strategic outcomes.
- 2.1.4 Conduct a "mapping" exercise with PAC to establish basis for potential parking districts and establish a "center" for Redmond as well as recognizing unique land uses associated with different segments of the study area.
- 2.1.5 Conduct a brief "is versus should" discussion to establish a consensus vision of future access priorities (for auto, transit, bike/walk, etc.)
- C. PAC Meeting #3: Guiding Principles
  - 2.1.6 Present and discuss a set of consensus Guiding Principles derived from Tasks 2.1.3 – 2.1.5.
- D. PAC Meeting #4: Review of Parking Data – Constraints, Surpluses, Demand
  - 2.1.7 Present and discuss findings from the Fehr and Peer data analysis of parking within the study area.
  - 2.1.8 Compare findings from data work with PAC desired outcomes and Guiding Principles.
- E. PAC Meeting #5: Draft Strategy Recommendations
  - 2.1.9 Present a draft set of strategy and parking management recommendations grounded in both the Guiding Principles established in subtask 2.1.6 and parking data derived from Task 3 below and sub-task 2.1.7 above.
- F. PAC Meeting #6: Final Recommendations
  - 2.1.10 Present a final set of parking management recommendations. Recommendations will be divided into:
    - a. Policy Level Actions
    - b. Near-term recommendations
    - c. Mid-term recommendations
    - d. Long-term recommendations.
- G. Option: Additional Stakeholder Interviews
  - 2.1.11 At the City's option, the Consultant Team will conduct additional interviews with concerned parties including business owners, downtown property owners, Chamber of Commerce, citizens, Planning Commission and City Council members and staff (up to 10 one-hour interviews). The purpose of the interviews would be to supplement stakeholder involvement in the study process and to gather additional input on strategies, recommendations and/or strategic direction.
- H. Public Open House
  - 2.1.12 The Consultant will coordinate with the City a public open house to present key findings and direction based on the PAC process outlined in sub-tasks A - H

above. Timing of the open house will be at the discretion of the City, but should fall somewhere between sub-tasks 2.1.9 and 2.1.10.

#### **Consultant Deliverables**

- "Parking 101 – Best Practices in Parking" Power Point
- Technical Memorandum A: Challenges and Opportunities for Parking (per sub-tasks 2.1.3 – 2.1.5)
- Technical Memorandum B: Guiding Principles (per sub-task 2.1.6)
- Technical Memorandum C: Strategy Recommendations (per sub-task 2.1.9 and 2.1.10)
- Presentation at Public Open House

#### **City Deliverables**

- Meeting scheduling
- Room coordination and procurement
- Refreshments for PAC meetings
- Set up RCTV to film Parking 101 meeting

### **Task #3: Supply and Demand Analysis**

#### **Objective:**

The Consultant will provide detailed analysis and interpretation of the Fehr and Peer data collection effort.

#### **Sub Tasks:**

- 3.1.1 Develop parking demand ratios for estimating future parking demand (if land use inventory is provided by the City).
- 3.1.2 Analyze and interpret data and summarize in a report preparation and data summary – current demand and utilization.
- 3.1.3 Analyze and interpret data by zone and/or district to clarify parking dynamics in unique areas of the downtown.
- 3.1.4 Provide assessment of probable parking demands based on future build out scenarios. It is assumed the City will provide build-out scenarios.

#### **Consultant Deliverables**

- Technical Memorandum D – Data Summary (Utilization and Demand)

#### **City Deliverables**

- Forecast build out scenarios by land use type
- Estimated current land use square footages in the study zone by type.

### **Task #4: Alternatives Analysis**

#### **Objective:**

The Consultant Team will evaluate potential "opportunity sites," where future-parking resources can be developed. Working with Seder Architects, the team will prepare up to three concept

scenarios that would best accommodate different access scenarios (including facility size, design and accessibility).

### **Sub Tasks**

- 4.1.1 Identify sites for future parking supply, i.e., existing surface lots, redevelopment opportunities, and multi-use sites.
- 4.1.2 Develop design scenarios
- 4.1.3 Assess feasibility of development options

### **Consultant Deliverables**

- Technical Memorandum E – Assessment of Opportunity Sites

### **City Deliverables**

- Input on site selection

## **Task #5: Financial Feasibility Analysis**

### **Objective:**

To prepare detailed development and operating proformas and explore a range of potential funding mechanisms that could be pursued by the City of Redmond or a public/private partnership.

### **Sub Tasks**

- 5.1.1 Develop construction proforma necessary to Task #4
- 5.1.2 Develop up to three operating proforma for off-street operations and compare to similar sized cities. Sites would be correlated to "opportunity sites" developed in Task 4, above.
- 5.1.3 Explore joint development/funding opportunities and/or funding options

### **Consultant Deliverables**

- Technical Memorandum F – Financial Feasibility of Parking Options

### **City Deliverables**

- Review and input on local land values and construction costs (as appropriate and feasible).

## **Task #6: Strategy Development**

### **Objective:**

Based on the results of Tasks 1 – 5, the Consultant Team will develop a detailed set of recommendations for implementation in Redmond. Recommendations will include necessary policy and/or code changes as well as near, mid and long-term strategy/program implementation recommendations. All recommendations will be thoroughly grounded in Guiding Principles developed in Task 2 and sound data findings derived in Task 3.



### **Sub Tasks**

- 6.1.1 Attend meetings and presentations as necessary and determined by City with City Council, Commissions and/or agencies.

### **Consultant Deliverables**

- Final Report

**CITY OF REDMOND WASHINGTON  
PARKING STUDY PROPOSED SCHEDULE**

01/16/2007

TASK	February		March		April		May		June		July		August	
	1-15	16 - 28	1-15	16 - 30	1-15	16 - 30	1-15	16 - 31	1-15	16 - 30	1-15	16 - 31	1-15	16 - 31
<b>Task 1: Project Start Up</b>														
<b>Task 1A: Background Review</b>														
<b>Task 2: Stakeholder Process</b>														
Kickoff Meeting #1														
PAC Meeting #2: Outcomes														
Deliverable: Tech Memo A														
PAC Meeting #3: Guiding Principles														
Deliverable: Tech Memo B														
PAC Meeting #4: Data Review														
Deliverable: See Task 3 below														
PAC Meeting #5: Draft Strategies														
Public Open House														
PAC Mtg #6: Final Recommendations														
Deliverable: Tech Memo C														
<b>Task 3: Supply &amp; Demand Analysis</b>														
Deliverable: Tech Memo D														
<b>Task 4: Alternatives Analysis</b>														
Deliverable: Tech Memo E														
<b>Task 5: Financial Feasibility</b>														
Deliverable: Tech Memo F														
<b>Task 6: Strategy Development</b>														
Meetings to be determined by City														
Deliverable: Final Report														

EXHIBIT B

# EXHIBIT C

## G. PROJECT BUDGET (Revised)

The following table provides a task-by-task summary of our proposed budget to complete the Scope of Work described above. Additional hours were added to Task 2 for both R. Williams and O. Ronchelli to provide full coverage of an extended stakeholder process and public open house.

Task Description	Rick Williams	Owen Ronchelli	Mark Seder	Technical Assistance	Hrs/task
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<b>RATE</b>	<b>\$115</b>	<b>\$85</b>	<b>\$95</b>	<b>\$65</b>	
<b>Labor Costs (sub-total)</b>	<b>\$26,335</b>	<b>\$12,325</b>	<b>\$10,070</b>	<b>\$1,300</b>	<b>\$50,030</b>
<b>Additional Expenses</b>					
Lodging and per diem	\$1,000 (9 trips)	\$600 (5 trips)	\$300 (3 trips)		\$1,900
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<b>TOTAL</b>	<b>\$28,893</b>	<b>\$12,925</b>	<b>\$10,880</b>	<b>\$2,300</b>	<b>\$54,998</b>

Optional Task: 2.1.11	Cost
Stakeholder Interviews (up to 10)	10 hours @ \$1,150

## SUMMARY OF HOURLY BILLING RATES

Project Lead: Rick Williams, *Rick Williams Consulting* = \$115/hr.

Project Consultant: Owen Ronchelli, *Rick Williams Consulting* = \$85/hr

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# EXHIBIT A

1/31/2007

## City of Redmond, Washington Downtown Parking Study Detailed Scope of Work

### TASK 1: PROJECT START-UP AND MANAGEMENT

#### Objective:

Refine project's public involvement program featuring a Parking Advisory Committee (PAC) to guide Project work program performance. The charge of the PAC will be to develop Guiding Principles as well as review and understand the technical/data work from the work scope as a means to establish an understanding of both real and perceived access dynamics in Downtown Redmond.

#### Sub Tasks:

- A. The Consultant shall work with the City to establish a Parking Advisory Committee for the study. It is intended that the PAC will meet regularly over the course of the study to provide input, advise review of progress and information gathering; and act as a sounding board for new strategic directions that will develop from the study process.
  1. The Parking Advisory Committee will be comprised of (though not limited to):
    - Project Area property owners
    - Business owners
    - Area developers
    - Residents
    - Transportation Management Association
    - Chamber of Commerce or interested business group;
    - Planning Commission; and
    - Others as necessary and determined by the City of Redmond.
- B. The Consultant will work with the City to establish a Project Management Team (PMT) consisting of City staff and other agency representatives as determined by the City of Redmond and the Consultant Project Manager. Consultant Project Manager shall attend four to six (4-6) meetings with the Project Management Team. The PMT will serve to review all work and work products, discuss preparation for and presentations to the PAC and general public. The PMT will also assist the Consultant in coordinating presentation of study materials and final recommendations through City processes necessary for completion and implementation (i.e., Commissions, Council and City agencies).
- C. The City and Consultant Project Manager shall refine the schedule for the Project Public Involvement Program.
- D. All memoranda and reports shall be provided to the Project Management Team by email (Word and Excel documents) for review and comments at least 10 days prior to the target production date. Production of final documents shall include 6 hard copies, and one CD of the electronic files in Word, Excel, and pdf format.

#### Consultant Deliverables

- Memo regarding PAC goals and structure

**City Deliverables**

- PAC Roster
- PMT Roster
- Process for notification of Committee members as program schedule is implemented.

**Task #1 A: Background Review****Objective:**

To familiarize the Consultant Team with existing plans, programs, regulations and/or priorities for parking and access currently in place in Redmond.

**Sub Tasks:**

- A. The Consultant shall work with the City to assemble any and all relevant parking and transportation studies, city code, statistical data, land use plans and/or other information sources and/or parking work previously completed. This will allow the Consultant team to become familiar with existing plans and visions as well as current requirements and regulations related to parking within the Redmond study area.

**Consultant Deliverables**

None

**City Deliverables**

- Previous studies and plans
- Copies of relevant City Development Guide Citations
- Other materials as deemed relevant by the City of Redmond.

**Task #2: Stakeholder Process****Objective:**

To conduct a stakeholder process that captures and consolidates a consensus view of challenges, opportunities and priorities for access into the future, particularly when consensus is tied to the land use objectives of the Redmond Comprehensive Plan, transportation master plan and/or other planning and visioning efforts already underway or adopted.

**Sub Tasks**

- A. Kick off meeting with the Parking Advisory Committee.<sup>1</sup>
- 2.1.1 Review study purpose and proposed work scope, timeline and schedule of meetings.
- 2.1.2 Presentation of "Parking 101 – Best Practices in Parking"
- B. PAC Meeting #2: Desired Outcomes/Challenges and Opportunities

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<sup>1</sup> It is assumed that each PAC meeting would be coordinated with a meeting of the Project Management Team.

- 2.1.3 Walk the PAC through several exercises designed to establish parking priorities and development of strategic outcomes.
- 2.1.4 Conduct a "mapping" exercise with PAC to establish basis for potential parking districts and establish a "center" for Redmond as well as recognizing unique land uses associated with different segments of the study area.
- 2.1.5 Conduct a brief "is versus should" discussion to establish a consensus vision of future access priorities (for auto, transit, bike/walk, etc.)
- C. PAC Meeting #3: Guiding Principles
  - 2.1.6 Present and discuss a set of consensus Guiding Principles derived from Tasks 2.1.3 – 2.1.5.
- D. PAC Meeting #4: Review of Parking Data – Constraints, Surpluses, Demand
  - 2.1.7 Present and discuss findings from the Fehr and Peer data analysis of parking within the study area.
  - 2.1.8 Compare findings from data work with PAC desired outcomes and Guiding Principles.
- E. PAC Meeting #5: Draft Strategy Recommendations
  - 2.1.9 Present a draft set of strategy and parking management recommendations grounded in both the Guiding Principles established in subtask 2.1.6 and parking data derived from Task 3 below and sub-task 2.1.7 above.
- F. PAC Meeting #6: Final Recommendations
  - 2.1.10 Present a final set of parking management recommendations. Recommendations will be divided into:
    - a. Policy Level Actions
    - b. Near-term recommendations
    - c. Mid-term recommendations
    - d. Long-term recommendations.
- G. Option: Additional Stakeholder Interviews
  - 2.1.11 At the City's option, the Consultant Team will conduct additional interviews with concerned parties including business owners, downtown property owners, Chamber of Commerce, citizens, Planning Commission and City Council members and staff (up to 10 one-hour interviews). The purpose of the interviews would be to supplement stakeholder involvement in the study process and to gather additional input on strategies, recommendations and/or strategic direction.
- H. Public Open House
  - 2.1.12 The Consultant will coordinate with the City a public open house to present key findings and direction based on the PAC process outlined in sub-tasks A - H

above. Timing of the open house will be at the discretion of the City, but should fall somewhere between sub-tasks 2.1.9 and 2.1.10.

#### **Consultant Deliverables**

- "Parking 101 – Best Practices in Parking" Power Point
- Technical Memorandum A: Challenges and Opportunities for Parking (per sub-tasks 2.1.3 – 2.1.5)
- Technical Memorandum B: Guiding Principles (per sub-task 2.1.6)
- Technical Memorandum C: Strategy Recommendations (per sub-task 2.1.9 and 2.1.10)
- Presentation at Public Open House

#### **City Deliverables**

- Meeting scheduling
- Room coordination and procurement
- Refreshments for PAC meetings
- Set up RCTV to film Parking 101 meeting

### **Task #3: Supply and Demand Analysis**

#### **Objective:**

The Consultant will provide detailed analysis and interpretation of the Fehr and Peer data collection effort.

#### **Sub Tasks:**

- 3.1.1 Develop parking demand ratios for estimating future parking demand (if land use inventory is provided by the City).
- 3.1.2 Analyze and interpret data and summarize in a report preparation and data summary – current demand and utilization.
- 3.1.3 Analyze and interpret data by zone and/or district to clarify parking dynamics in unique areas of the downtown.
- 3.1.4 Provide assessment of probable parking demands based on future build out scenarios. It is assumed the City will provide build-out scenarios.
- 3.1.5 Determine if existing parking regulations will create adequate parking to meet demand.

#### **Consultant Deliverables**

- Technical Memorandum D – Data Summary (Utilization and Demand)

#### **City Deliverables**

- Forecast build out scenarios by land use type
- Estimated current land use square footages in the study zone by type.
- Evaluation of existing parking regulations in relation to future development vision and goals.

### **Task #4: Alternatives Analysis**

#### **Objective:**

The Consultant Team will evaluate potential "opportunity sites," where future-parking resources can be developed. Working with Seder Architects, the team will prepare up to three concept scenarios that would best accommodate different access scenarios (including facility size, design and accessibility).

#### **Sub Tasks**

- 4.1.1 Identify sites for future parking supply, i.e., existing surface lots, redevelopment opportunities, and multi-use sites.
- 4.1.2 Develop design scenarios
- 4.1.3 Assess feasibility of development options

#### **Consultant Deliverables**

- Technical Memorandum E – Assessment of Opportunity Sites

#### **City Deliverables**

- Input on site selection

### **Task #5: Financial Feasibility Analysis**

#### **Objective:**

To prepare detailed development and operating proformas and explore a range of potential funding mechanisms that could be pursued by the City of Redmond or a public/private partnership.

#### **Sub Tasks**

- 5.1.1 Develop construction proforma necessary to Task #4
- 5.1.2 Develop up to three operating proforma for off-street operations and compare to similar sized cities. Sites would be correlated to "opportunity sites" developed in Task 4, above.
- 5.1.3 Explore joint development/funding opportunities and/or funding options

#### **Consultant Deliverables**

- Technical Memorandum F – Financial Feasibility of Parking Options

#### **City Deliverables**

- Review and input on local land values and construction costs (as appropriate and feasible).

### **Task #6: Strategy Development**

#### **Objective:**

Based on the results of Tasks 1 – 5, the Consultant Team will develop a detailed set of recommendations for implementation in Redmond. Recommendations will include necessary policy and/or code changes as well as near, mid and long-term strategy/program implementation recommendations. All recommendations will be thoroughly grounded in Guiding Principles developed in Task 2 and sound data findings derived in Task 3.



**Sub Tasks**

- 6.1.1 Attend meetings and presentations as necessary and determined by City with City Council, Commissions and/or agencies.

**Consultant Deliverables**

- Final Report

**CITY OF REDMOND WASHINGTON  
PARKING STUDY PROPOSED SCHEDULE**

01/16/2007

TASK	February		March		April		May		June		July		August	
	1-15	16 - 28	1-15	16 - 30	1-15	16 - 30	1-15	16 - 31	1-15	16 - 30	1-15	16 - 31	1-15	16 - 31
<b>Task 1: Project Start Up</b>														
<b>Task 1A: Background Review</b>														
<b>Task 2: Stakeholder Process</b>														
Kickoff Meeting #1														
PAC Meeting #2: Outcomes														
Deliverable: Tech Memo A														
PAC Meeting #3: Guiding Principles														
Deliverable: Tech Memo B														
PAC Meeting #4: Data Review														
Deliverable: See Task 3 below														
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Public Open House														
PAC Mtg #6: Final Recommendations														
Deliverable: Tech Memo C														
<b>Task 3: Supply &amp; Demand Analysis</b>														
Deliverable: Tech Memo D														
<b>Task 4: Alternatives Analysis</b>														
Deliverable: Tech Memo E														
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**EXHIBIT B**

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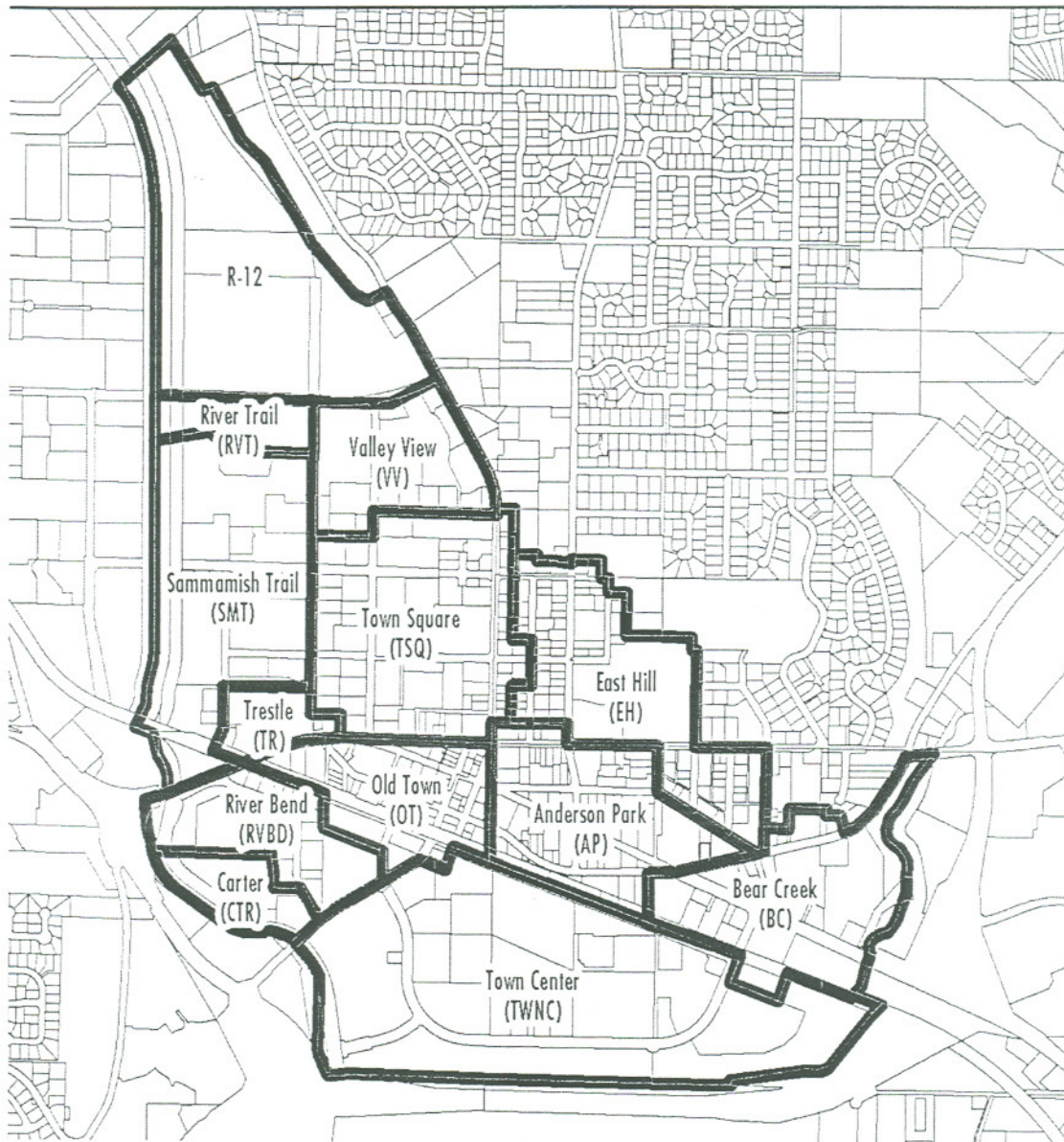
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# ATTACHMENT B

## 20C.40.20-015 Downtown Districts Map.



Downtown Districts  
20C.40.20-015